

~~SECRET~~

6 February 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM: Henry P. Mahoney
Director of LogisticsSUBJECT: Report of Significant Logistics Activities for
Period Ending 5 February 19861. Events of Major Interest That Have Occurred During the
Preceding Week:

* a. The Headquarters Operations, Maintenance and Engineering Division, OL, assisted the Black Affairs Program Manager with the setting up of the exhibit "Out of Africa - The Slave Trade and From Slavery to Freedom." This display, provided by the Anacostia Museum, can be seen in the Headquarters 1D corridor from 29 January - 28 February. []

b. The Headquarters Operations, Maintenance and Engineering Division, OL, reported problems with the UPS system, which serves the [] Center and the APARS system, on 1 and 2 February. Two of the five modules were out of service; one was restored to service that day and the second was repaired the following day. The [] Center and APARS system continued to operate throughout this period. []

c. On 29 January, approximately two inches of snow accumulated between 1000 and 1600 hours. The Headquarters Operations, Maintenance and Engineering Division, OL, expended 110 manhours and distributed 16 tons of salt and two tons of sand to clear all roadways, walkways, parking lots, and entrances of snow and ice. Allied also had on standby all night six employees to ensure that the Headquarters facility was ready for the arrival of employees the following morning. []

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d. The Headquarters Operations, Maintenance and Engineering Division, OL, reports after much analysis that the present classified waste disposal system will not satisfy the additional requirements of the New Headquarters Building and

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S E C R E T

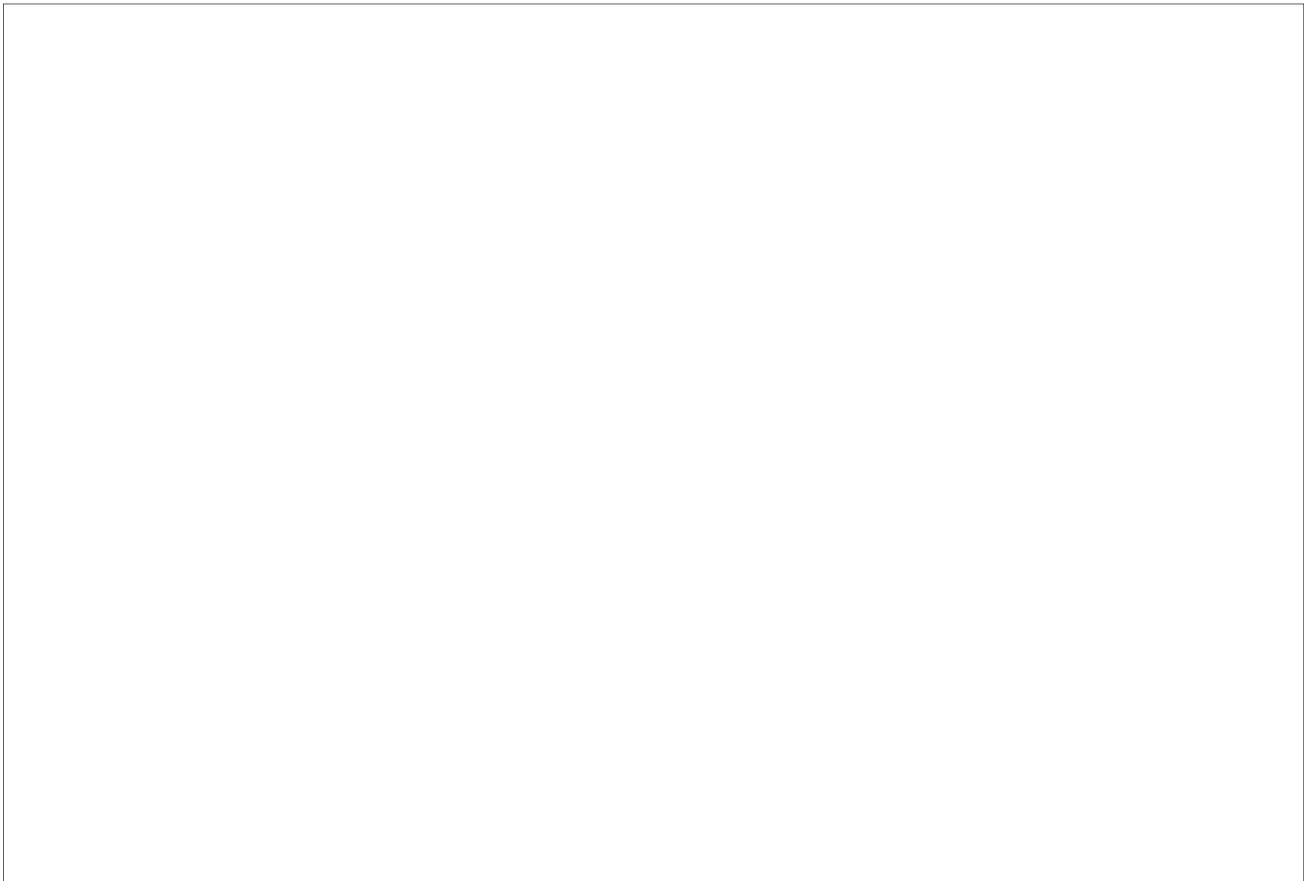
25X1 the [REDACTED]. Even at the present level of waste
disposal, the system is overdue for an upgrade and an on-site
25X1 burn capability must be developed in the near future.
25X1 Disposal at an external site, [REDACTED] is being
explored. [REDACTED]

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S E C R E T

S E C R E T

i. The Real Estate and Construction Division, OL, has been advised that 90-day notice to vacate the premises was given to non-Agency first-floor tenants at the Chamber of Commerce Building on 1 February. The majority of the tenants will vacate on or about 1 May, freeing 5,503 square feet of office space for use by Office of Training and Education. The remaining 2,000 square feet will be available on or about 6 June.



n. On 30 January, representatives of Smith, Hinchman & Grylls Associates, Incorporated (SH&G), the New Building architect-engineer, the New Building Project Office and Procurement Division, OL, met to negotiate five proposals from SH&G. The solicited proposals covered Bid Package Four precontract negotiations, courtyard revisions, design of a 415HZ power system for the Office of Information Technology redesign of the Bid Package Four Security Visitor Centers, and preparation of the New Building carpet specifications. The proposals initially totalled \$161,469. The final negotiated cost was \$142,240.

S E C R E T

25X1 o. On 6 February, the Director, Deputy Director, and the Executive Officer of Logistics, met with Lieutenant General B. F. Register, Deputy Chief of Staff for Logistics, United States Army. This meeting permitted personal introductions and discussion concerning the critical role played by DOD elements in support of OL's mission. [redacted]

25X1 2. Significant Events Anticipated During the Coming Week:

25X1 [redacted]

25X1 [redacted]
[redacted]
Henry P. Mahoney

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HEADQUARTERS OPERATIONS, MAINTENANCE
AND ENGINEERING DIVISION, OL
WEEKLY REPORT PERIOD ENDING 5 FEBRUARY 1986

I. Progress Report on Tasks Assigned by DCI/DDCI:

None.

II. Items/Events of Major Interests:

Yes * a. Headquarters Operations, Maintenance and Engineering Division, OL, assisted the ~~Equal Employment Opportunity~~ Black Affairs Program Manager with ~~the set up of an exhibit which is being shown from 29 January to 28 February 1986. The show "Out of Africa The Slave Trade and From Slavery to Freedom" loaned by the Anacostia Museum, can be seen in the portion of Headquarters 1D corridor which is now undergoing reconstruction.~~

from 29 January - 28 February.

b. Headquarters Operations, Maintenance and Engineering Division, OL, reported problems with the UPS system which serves the ~~Center and the APARS system on 1 and 2 February. Two of the five modules were out of service; one was restored to service that day and the second was repaired on the following day. There were no adverse impacts on operational activities as a result of this outage.~~

Yes c. On Wednesday, 29 January approximately two inches of snow accumulated between 10:00 and 16:00 hours. ~~All roadways, walkways, parking lots, and entrances were cleared of snow and ice. Allied kept a crew of six all night to ensure the Head- facility was ready for the arrival of employees the following morning. (110 manhours were expended, 16 tons of salt and 2 tons of sand were distributed.)~~

Yes d. Headquarters Operations, Maintenance and Engineering Division, OL, reports after analysis that the present classified waste disposal system will not satisfy the ~~expanding requirements of the New Headquarters Building and the~~ *additional* ~~Even at the present level, the system is overdue for an upgrade and the on-site burn capability must be added in the near future. Disposal at an external site~~ *is being explored.*

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III. Significant Events Anticipated During the Coming Week:

None.

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Chief
Headquarters Operations, Maintenance
and Engineering Division, OL

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S E C R E T

REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 4 FEBRUARY 1986

1. Progress Report Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest That Have Occurred During the Preceding Week:

RECD, OL, reports that

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Yes

a. Directorate for Science and Technology (DS&T) Consolidation in Reston, Va. - On 31 January 1986, a Steering Committee meeting was held to aid in planning and coordinating the DS&T consolidation [redacted]. *Representative from* Members of the Office of Security, Real Estate and Construction Division, OL (RECD/OL), Office of Development and Engineering, Foreign Broadcast Information Service, Office of Communications, Office of Information and Technology, Headquarters Operations Maintenance and Engineering Division, and the Northwest Federal Credit Union were present. The Steering Committee will meet weekly to address such issues as parking, guard service, physical security, purchase of alarms and telephone systems, shuttle service, construction requirements, timing, etc. Chief, RECD distributed a tentative PERT chart depicting phased scheduling for the acquisition, design, and construction of the Reston Corporate Center. [redacted]

NO

b. [redacted] First and Ground Floors - Space assignment drawings for Foreign Networks Division, Office of Communications have now been approved. This completes tenant approval of assigned space and will permit the Architect/Engineer (A&E) to proceed with development of the construction drawings.

NO

c. Funding to Renew Runzheimer 1986 Addition to Compensation (ATC) Review - A member of Real Estate and Construction Division, OL (RECD/OL) attended the Agency's Allowance Policy Committee meeting, chaired by Office of Personnel, on 30 January 1986 to discuss funding for additional data and renewal of the Runzheimer Study contract. RECD informed the committee that they had listed the funding in their 1986 budget but internal approval has not been granted for this line item. Also, with the future budgets in jeopardy, RECD was not sure if the funding would be approved. The committee understood OL's position and decided to hold off on renewing the Runzheimer Study until spring of 1986. [redacted]

S E C R E T

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SUBJECT: Real Estate and Construction Division Weekly Report
for Period Ending 4 February 1986

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e. Real Estate and Construction Division (RECD/OL) - New Employee - Real Estate and Construction Division, OL welcomes our newest member, [REDACTED] a Mechanical Engineer. Jennifer entered on duty with the Agency on 27 January 1986 and will be assigned to the National Photographic Interpretation Center.

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S E C R E T

SUBJECT: Real Estate and Construction Division Weekly Report
for Period Ending 4 February 1986

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m. Chamber of Commerce (CofC) Space Acquisition - The Real Estate and Construction Division, OL has been advised that 90-day notice to vacate the premises was given to non-Agency first floor tenants at the CofC Building on 1 February, 1986. The majority of the tenants will vacate on or about 1 May 1986, freeing 5,503 square feet of office space for use by Office of Training and Education. The remaining 2,000 square feet will be available on or about 6 June, 1986 when the existing lease expires. [REDACTED]

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Yes

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SUBJECT: Real Estate and Construction Division Weekly Report
for Period Ending 4 February 1986

25X1 p. [] Renovations - Discussions between the
Real Estate and Construction Division (RECD/OL), the
25X1 Architect/Engineer (A&E), and the Office of SIGINT Operations
25X1 resulted in a savings to the Agency of approximately seven to
25X1 eight thousand dollars. Finalized plans for []
renovations were received in RECD 31 January 1986 and are being
submitted to [] for bids. []
[]

3. Significant Events Anticipated During the Coming Week:

None.



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WEEKLY REPORT FOR PROCUREMENT DIVISION
FOR PERIOD ENDING 05 FEBRUARY 1986

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

NO
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a. The Automated Data Processing and Engineering Branch, Procurement Division, has released thirteen letters to industry notifying these perspective sources of the Agency's planned Request for Proposal (RFP) for the design and development of a micro-computer security system. The intent is to offer each potential source the opportunity to express its interest in participating in the future procurement. A preliminary version of the RFP package is being prepared to be released for industry comment in the near future.

NO
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b. The Office of Scientific and Weapons Research (OSWR) has tasked the Automated Data Processing & Engineering Branch, Procurement Division, with a competitive action to obtain maintenance and enhancement services to the Management Information System and to train end-users on the use of this system. OSWR has identified seventeen potential bidders for this effort at an estimated annual cost of \$350,000. The Requests for Proposals are scheduled for release on or about 24 February 1986 with an anticipated award date of 1 May 1986.

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c. ~~The Automated Data Processing and Engineering Branch,~~ Procurement Division, awarded a contract on 31 January 1986 to Creative Approaches, Inc., in support of the Office of Training and Education's Computer Based Training Group. ~~(OIE/CBTC)~~. The Statement of Work defines the development of additional capabilities for the Agency's use of Automatic Information Management System (AIM).

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C O N F I D E N T I A L

e. The Automated Data Processing and Engineering Branch, Procurement Division, issued a contract modification to Computer Sciences Corporation, Vienna, VA, exercising the option for Fiscal Year 86 services at an estimated cost of \$560,124. This contract, issued on behalf of the Office of Information Technology (OIT), provides management support services including tracking, investigating and reporting of hardware and software problems related to the accounting and availability of OIT supported computer systems.

NO

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g. General Procurement Branch, Procurement Division, received an IMMEDIATE requisition on 30 January 1986 for Frostbrite paper to be used for a printing requirement for the U.S. Trade Commission. A Confirming Telephone Order was placed on 31 January 1986. A partial delivery will be made as required by 6 February 1986 to allow the Printing and Photography Division to begin printing. The remainder of the order will be shipped by 11 February 1986. This requirement does not impact the requirements contract which is scheduled to be presented to the Agency Contract Review Board on 18 February 1986.

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C O N F I D E N T I A L

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n. Representatives of Production and Services Contracts Branch, Procurement Division, and the New Building Project Office met with officers of Smith, Hinchman and Grylls on 30 January 1986 for the purpose of negotiating changes to the architect/engineering services contract for the Headquarters addition.

The contractor submitted proposals for the following tasks:

- 20
1. Revision of construction drawings and specifications to provide for the installation of twenty 75KVA motor-generator sets in the second floor computer center.
 2. Redesign of the courtyard adjacent to the cafeteria in an effort to retain large trees in the area.
 3. Preparation of a separate bid package for carpet procurement and installation.
 4. Revision to security control centers on Routes 123 and George Washington Parkway entrances to facilitate access by badged employees during peak hours, and redesign of parking lots to add 600 spaces.

25X1 The contractor's proposal for the work described totaled \$152,364. Through negotiation, that amount was reduced to \$131,964 for a savings of 13.3% over the amount proposed, primarily by limiting direct labor escalation to 4.5% and eliminating redundant tasks related to carpet procurement which will be handled within Procurement Division.

25X1 3. Significant Events Anticipated During the Coming Week

None.

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 5 FEBRUARY 1986

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

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(2) IMSS and PD personnel met to discuss PD's use of the Wang Alliance, in which system responsiveness and growth are real problems. PD is not funded to buy another Alliance; space is virtually non-existent for more hardware; they do not want to wait for CLAS software. Temporary solution: purge present systems of obsolete data; consult with Wang specialists to seek an improved systems configuration. (System purging is the key--for all OL users.)

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(4) The DAC A&E contractor is to be tasked with evaluating costs of renovations options, as recently defined. The best single option at the moment is converting the entire DAC and vault space to house alliances; put the printers on the third floor, adjacent to the CER room.

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 5 FEBRUARY 1986

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(5) EXDINR (Executive Dining Room System) [redacted]
[redacted] met to discuss several
modifications to the Executive Dining Room System. New price
changes in the menu are to take effect on February 10. It was
decided that Miss Linda Lee will make the necessary changes in
the menu file to reflect the new price increases.

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(6) A representative of P&PD met with representatives of
HOME to discuss plans for the development of automated systems
for HOME. In this meeting a list of all systems currently in
use in HOME was provided along with their operating environment
(NOMAD, RAMIS, INFO, WANG, etc.). After much discussion, it was
determined that the first step in this project will be the
development of a requirements document for each branch in HOME.
We expect this requirements study will be completed by mid-March.

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B. Regulations

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 5 FEBRUARY 1986

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(2) OTHER

NO

In coordination with OL/IMSS, a direct response was prepared by OL/HOME to the National Capital Region, GSA, regarding their "Energy Emergencies and Contingency Plan".

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NO

C. Headquarters Claims Review Board

Status of Headquarters Claims Review Board personal property claims for January 1986 is as follows:

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Received:
Appeal:
Adjudicated:
Amount Claimed:
Amount Paid:
Claims Denied:

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Anthony T. Zaia

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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
30 January - 5 February 1986

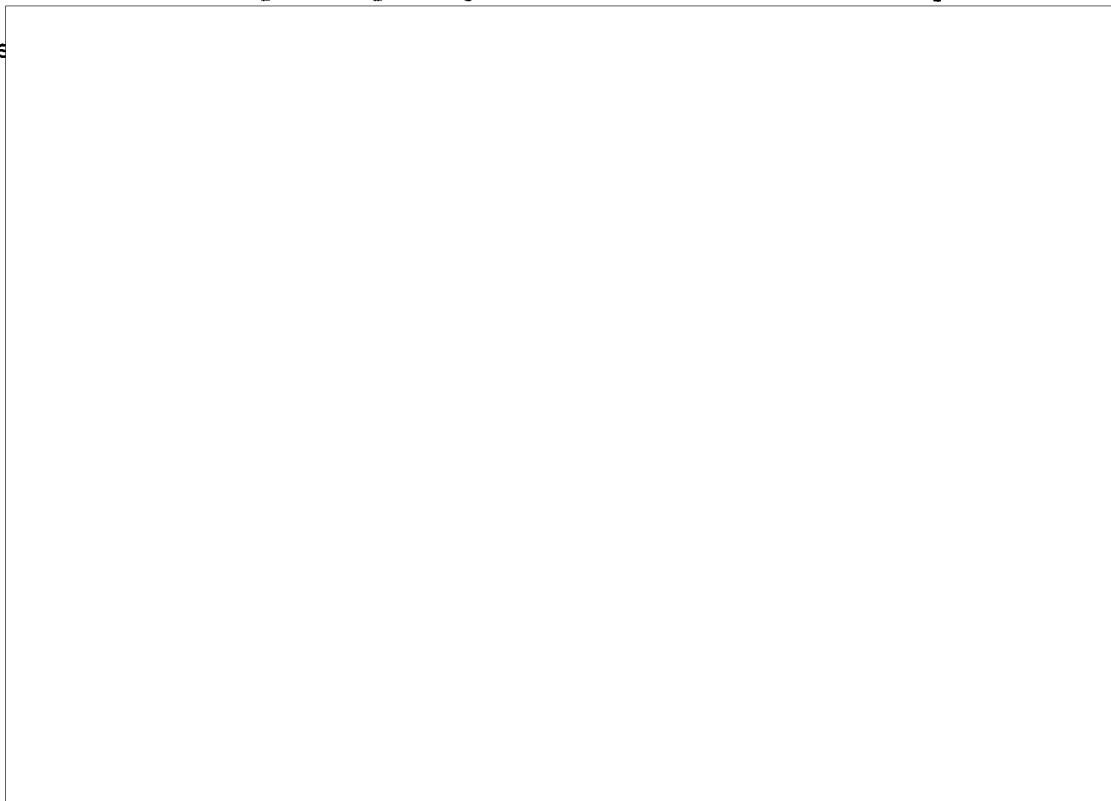
I. Items or Events of Major Interest that have Occurred
During the Preceding Week

*A. Printing production on



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PD
Office of Logistics/Printing & Photography Division
(OL/P&PD) is well underway. Late submissions from some of
the contributors may delay completion of their volumes past
the 7 volume



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started
last
week what
schedule
will ship.

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NO
The alternatives have been reported before to DDA.

*B. The Office of Logistics, Printing and Photography Division (OL/P&PD) is conducting a study on alternative methods of producing the unclassified Foreign Broadcast Information Service (FBIS) Daily Reports and the Joint Publications Research Service (JPRS) Reports. This study is focusing on two alternatives; the establishment of a Satellite Printing Plant and contracting out these publications to commercial printers in the Washington Area. Two representatives of P&PD met with representatives of the Office of Logistics, Procurement Division (OL/PD) on 28 January 1986, to discuss the formulation of a Request for Procurement (RFP) to contract out the FBIS and JPRS publications. OL/P&PD provided a list of specifications for these publications to PD, and received guidance on how to incorporate these specifications into a Statement of Work for inclusion in an RFP. PD also provided several suggestions on the wording of these specifications to make them more definitive. More meetings will be held in the near future.

NO

C. The Office of Logistics, Printing and Photography Division (OL/P&PD) is currently exploring requirements for an automated system to handle the Photo Morgue. The morgue is a file consisting of photos and negatives of historical significance taken by P&PD photographers, such as formal portraits of Directors of CIA and other Agency officials, all Agency occupied buildings in the Washington D.C. area (including aerial shots of the buildings and grounds) and Presidential visits. Also contained in the file are contributions from the White House of formal Presidential portraits as well as selected photos, taken by other sources, considered to be of historical value to the Agency, such as photos of the U-2. The morgue is currently in a

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state of disarray and we are researching various storage and retrieval systems for use in this project.

ND D. On Friday, 30 January 1986, two members of the Copier Management Program (CPM) addressed copier consolidation efforts at the Directorate Records Management Officers (RMO) meeting held in the Ames Building. The only feedback CMP has received to date, in response to the memorandum announcing copier re-evaluation efforts, has been from the Directorate of Intelligence. Although the initial response has been that all copiers currently in place are required, efforts at consolidation and equipment downgrading are continuing.

II. Significant Events Anticipated During the Coming Week

None.

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